



UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260
REV. 6-86
DAO 202-335

DELEGATED EXAMINING

Vac Ann No: **DNR-06-0119DE**
Issue Date: **9/5/06**
Closing Date: **10/5/06**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Appeals and Processing Program Manager
GS-0340-14
Position is at the full performance level
Salary Range: \$91,407-\$118,828 per annum
Work Schedule: Full-time
One or more positions may be filled
Competitive Service
Non Bargaining
Position Sensitivity: Moderate Risk

VACANCY LOCATION

U.S. Patent and Trademark Office
Office of the General Counsel
Board of Patent Appeals and Interferences
Alexandria, VA

AREA OF CONSIDERATION

All U.S. Citizens
CTAP/ICTAP Eligibles

This vacancy is also being announced as Vacancy Ann. No. DNR-06-0118 MP under Merit Promotion procedures. Please review that announcement to determine if you are eligible for consideration under Merit Promotion procedures. Note: Applicants must apply separately for each announcement to be considered under both vacancy announcements.

DUTIES:

This position is located in the Board of Patent Appeals and Interferences (BPAI), and reports directly to the Appeals Administrator (AA). The employee manages and directs the activities of staff engaged in paralegal research, legal instruments examining, and legal assistance services. Responsibilities include planning and assigning work; collaborating with peers and subordinates to assure effective advisory services; and otherwise ensuring continuous progress toward stated goals. Mentors Lead Paralegals and develops an environment conducive to high quality and productivity. Practices sound position management when assigning work, combining/separating duties, establishing and abolishing positions, and in fulfilling other paralegal duties and responsibilities. Identifies and resolves, as applicable, unique issues where no policy exists, recommending innovative actions to address new needs and/or issues. Assures implementation by subordinate staff of the goals and objectives of an agency-wide program. Implements established goals and objectives; assesses measures that evaluate performance and makes recommendations for program improvement. The employee assures that work assignments are equitably distributed and that work-flow is maintained in an efficient manner. The employee leverages and integrates information technology tools into the processing of patent appeals ensuring that employees effectively incorporate such tools into daily assignment.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. Specialized experience is mentoring employees and developing a work environment that is conducive to high quality and quantity. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES: WILL BE ON THE BASIS OF EXPERIENCE, TRAINING, AWARDS, SUPERVISORY APPRAISALS, AND THE FOLLOWING FACTORS. FAILURE TO ADDRESS EACH FACTOR MAY HAVE AN IMPACT UPON YOUR RANKING.

1. Ability to exercise the full range of supervisory responsibilities for assigned staff; ability to assign duties and responsibilities as appropriate, ability to organize and coordinate staff duties to promote efficient operations and timely flow of proceeding through the process; ability to motivate employees to achieve high performance by facilitating a positive workplace that fosters innovation and initiative, open and honest communication and teamwork among employees and peers.
2. Ability to successfully lead organizational change using integrity and sound judgment, setting clear priorities and acquiring, organizing, and leveraging available resources
3. Knowledge as an expert in a wide variety of management support and analytical functions, and in using a variety of methods for evaluating and developing new programs, and assessing and improving program effectiveness.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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4. Knowledge of information technology, human resources operations, ability to provide high level management support in regard to automation development, and human resources; knowledge of automated work tools to support management analysis.
5. Ability to communicate effectively both orally and in writing and to represent the organization's policies and interests to a variety of audiences, including government staff, managers, and the public.

SELECTIVE FACTOR: Candidate must possess the following for consideration: Not Applicable

TO APPLY - SUBMIT THE FOLLOWING:

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. College transcript or List of College Courses and Certificate of Scholastic Achievement. Status candidates may submit a copy of SF-50, Notification of Personnel Action, showing current or past classification.

FOR SPECIFIC INFORMATION CALL: David Russell (571) 272-6135 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse
Customer Service Center, 1a79
550 Elizabeth Lane
Alexandria, VA 22314

GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
12. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
13. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
14. Relocation expenses will not be covered.
15. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.